



Disaster Recovery Contract Administration

Paul Botello
Contract Administration Manager
Texas General Land Office

Contract Process Overview

- ▶ Application Approval
- ▶ Grant Administrator Bid Process
- ▶ Contract Outreach
- ▶ Contract Drafting and Execution Routing
- ▶ Notice to Commence Project (new)
- ▶ Service Providers
- ▶ Amendment Process
- ▶ Closeout



Application Approval

- ▶ Project Eligibility
- ▶ Service Provider Fees
- ▶ Implementation Schedule
- ▶ Award Notification



Grant Administrator Bid Process

- ▶ GLO solicits proposals from three GAs selected by each Grantee
- ▶ GAs have 2 weeks to submit proposal
- ▶ GLO evaluates proposals and awards bids
- ▶ Adjust Grantee's Budget based on awarded price



Contract Outreach

- ▶ Meeting between Grantee, Engineer, GA, and GLO's PMC (HNTB)
- ▶ Verify Performance Statement
- ▶ Review Schedule and Feasibility
- ▶ Verify Grantee Retained Funds
- ▶ Make adjustments to the Grantee's Performance Statement, Implementation Schedule, and Budget as needed



Contract Drafting and Routing

- ▶ GLO drafts Grantee contracts and all related service provider work orders, (aka. “contract packages”)
- ▶ The contract package is routed internally for approval. (drafting and internal routing can take up to 2 weeks)
- ▶ The contract package is sent out to all related parties at the same time for their signature. (ie. the contract is sent to the grantee and the work orders are sent to the service providers)
- ▶ Once the GLO receives signed copies back from the Grantee and service providers, the documents are executed by GLO signatory. Executed copies are sent to the respective parties.
- ▶ **No work may begin on the work orders until the Grantee’s contract is executed.** (This may take up to 4 weeks before the GLO receives the signed contract back from the Grantee)



Key Contract Component: Notice To Commence Project

- ▶ New for Round 2.2
- ▶ Created to help align the start date of the Grantee's Implementation Schedule with the execution of the service provider work orders
- ▶ Eliminates the need to amend the schedules due to the lag between multiple documents being executed



Service Providers

- ▶ State Contracted Service Providers:
 - Must adhere to the Performance Statement and Implementation Schedule in the Grantee's contract
 - Cannot begin work on a work order until the related Grantee contract or Grantee amendment is executed
 - Should obtain the most recent Grantee contract from either the Grantee or the Grantee's Grant Administrator including all amendments

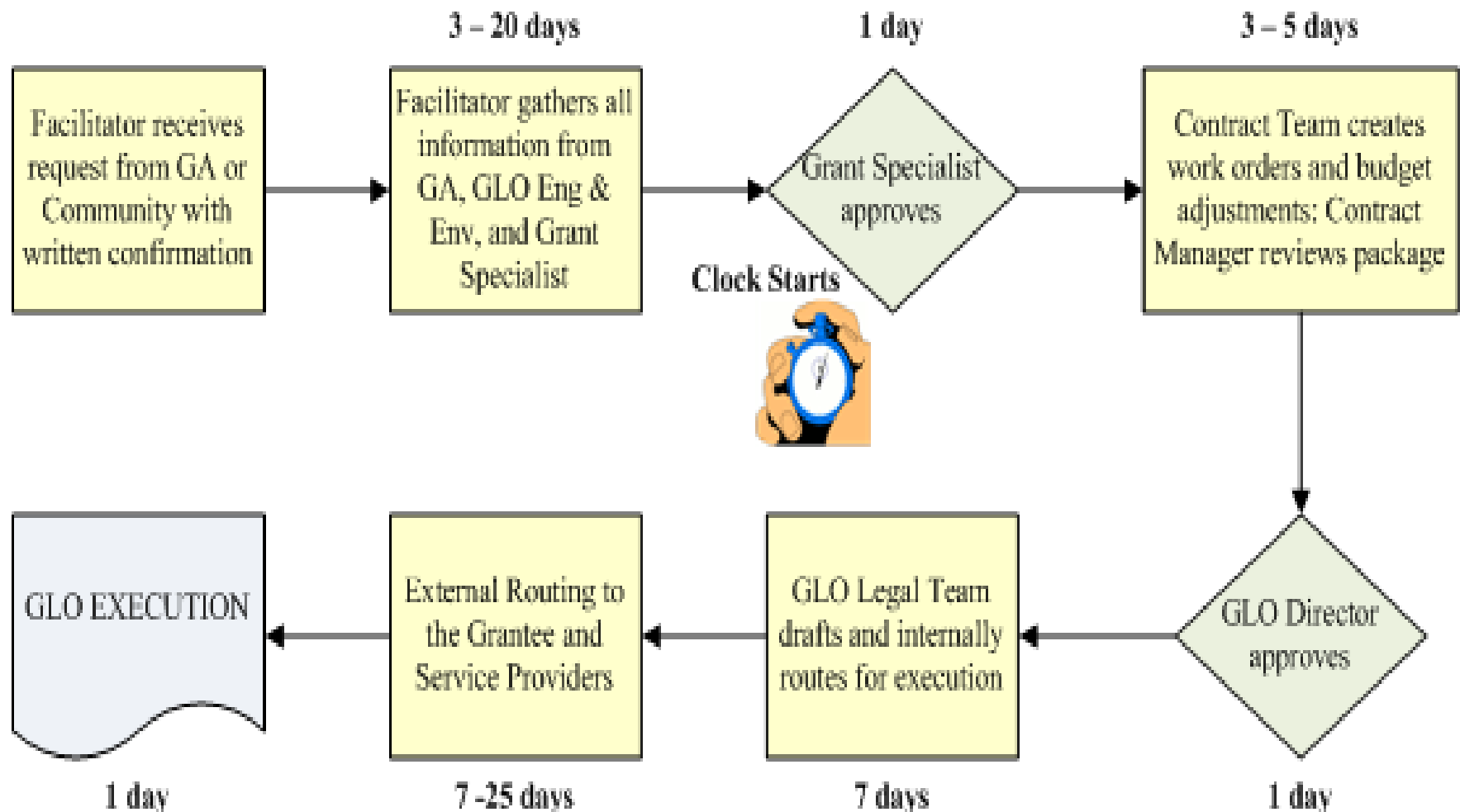
- ▶ Environmental Services:
 - Work orders will be issued after 30% Plans and Specs are received from the engineer
 - Services will be paid from the Grantee's grant award



Amendment Process and Requirements



Amendment Process



Total Duration = Up to 60 days

Amendment Requirements

- ▶ Written confirmation of request from either the GA or Community including statement of environmental re-evaluation.
- ▶ Revised Performance Statement, Implementation Schedule, and/or Budget (using “track-changes” or similar format)
- ▶ Budget Change Form, if applicable
- ▶ Proposal from Engineer with fee breakdown including man hours (needed only if Engineer’s fee is increasing)
- ▶ Proposal from GA (needed only if a project is being added)
- ▶ **All Change requests must address the impacts to Scope, Schedule, and Budget (this is needed to greatly reduce the number of requests coming through)**



Key Contract Component: Close Out

- ▶ Letter of Acceptance (aka. Substantial Completion, due from Grantee within 2 weeks of acceptance)
- ▶ Certificate of Construction Completion (COCC) and As-Built quantities (due from Engineer 30 days after Substantial Completion)
- ▶ Project Completion Report (due from Grantee 60 days after the final COCC is submitted)



Amendments By The Numbers

- ▶ Since August of 2011, the GLO has processed over 800 amendments and work orders
- ▶ We are projected to process another 800 documents for Round 2
- ▶ On average the GLO receives 25–30 change requests per week





Thank You Q & A

Paul Botello

512-861-4967

www.glo.texas.gov

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